

Date

From: Commanding Officer, USS \_\_\_\_\_  
To: Commander, Navy Exchange Service Command (Code A)

**Subj: REQUEST FOR LOAN FOR MODERNIZATION**

Ref: (a) COMNEXCOM ltr Ser/xxx dtd \_\_\_\_\_  
(b) NAVSUP Pub 487

1. Reference (a) authorized local procurement authority not to exceed \$ \_\_\_\_\_ for the modernization of the USS \_\_\_\_\_ (ships store/barber shop) and offered a loan for the full or partial amount.
2. The modernization project has been completed at a final cost of \$ \_\_\_\_\_. In accordance with paragraph 8102-1 of reference (b), a loan in the amount of \$ \_\_\_\_\_ is requested. It is further requested that the loan be repaid at the rate of \$ \_\_\_\_\_ per accounting period for \_\_\_\_\_ periods.
3. Point of contact is \_\_\_\_\_ phone, \_\_\_\_\_ fax, \_\_\_\_\_ email.

Signature of Commanding Officer  
Or by direction